
Policy	<p>NAA requires that a Letter of Intent (LOI) be submitted to the Area Director and approved, prior to entry of the ARIS “Incoming Agreement” (Authorization to Apply For and Use Funds from Outside Sources) for extramural proposals, and all types of extramural agreement actions.</p> <p>Area approval of the LOI is mandatory, prior to the submission of any type of grant proposal (including ARS-funded grant programs), or the establishment of an extramural agreement.</p>
Supporting Authority	<p>P&P 321.1, Acceptance of Non-Appropriated Funds to Conduct Research or Perform Services</p>
Applicable Extramural Action	<p>This policy refers to the following extramural actions:</p> <ul style="list-style-type: none">• Cooperative Research and Development Agreement (CRADA)• BARD Research Grant Agreement (Foreign RCA)• Reimbursable Cooperative Agreement (RCA) /Trust Fund Cooperative Agreement (TFCA)• Interagency Reimbursable Agreement (IA)• Memorandum of Understanding (MOU)• Non-Funded Cooperative Agreement (NFCA)• Specific Cooperative Agreement• Assistance Type Cooperative Agreement• Project Grant <p>Refer to Attachment A for examples of extramural proposals that require a LOI and subsequent actions.</p>
Justification	<p>The NAA Office believes additional information is needed to make an adequate evaluation of the appropriateness and relevance of proposed research to the Agency, location, and in-house parent research project. To overcome this limitation, the NAA established the letter of intent policy to precede entry of the ARIS “Incoming Agreement” data. The submission of the LOI ensures that research time and public funding support is in compliance with ARS project guidelines.</p> <p>In addition, the LOI replaced the “Request Memo” originally required for all extramural agreement actions (new and amendments).</p> <p>It is not the intent of the NAA to inhibit collaboration with other scientists or organizations that can enhance and extend funded research projects.</p>

LOI Procedures	<p>Procedures for the Letter of Intent are defined below.</p> <ol style="list-style-type: none">1. A LOI must be submitted, through line management, to the Area Director for approval <u>prior</u> to: entry of the Incoming Agreement ARIS data, submission of a proposal to an outside source of funding, and drafting any agreement document.2. Only use the approved LOI template generated in ARIS; blank forms can be obtained in ARIS (refer to Attachment B).3. LOI transmission is via electronic mail (e-mail) addressed to the Area Director and copied to the Program Analyst, Technology Transfer Coordinator, Budget Analyst, Administrative Officer/Technician, and the Extramural Agreements Specialist . A hard copy is NOT to be created and sent to the Area Director.4. Funding information or lack thereof will be used to determine the type of formal agreement , in addition to information regarding who is submitting the proposal .5. Notification of Area Director approval/disapproval will be sent via e - mail from the Area Office to the requestor. Type of agreement, if unknown at the time of LOI submission, will be provided.
Exceptions	<p>Only if time is critical to submission, will a LOI put forth concurrently with the ARIS documentation be accepted.</p>
Failure To Comply	<p>Failure to comply could result in disapproval by the Area Director of your cooperative research project.</p>
Expiration	<p>LOI approvals will be valid for a period of one year, effective the date approval was e-mailed from the Area Director to the requestor. During this time period, submission of the ARIS Incoming Agreement and/or proposal documents will be accepted . Receipt of the ARIS beyond this 1 - year time frame will not be accepted without strong justification.</p>
Attachments	<p>A – Letter of Intent Action Table B – Letter of Intent Templates</p>
